

TOWN OF FOREST HEIGHTS, MARYLAND
TOWN MEETING
VIRTUAL MEETING | MONDAY, JULY 12, 2021, | 7:30PM
AGENDA

Call to Order 7:30PM

Roll Call Council:

1. Habeeb-Ullah Muhammad – Mayor	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
2. Calvin Washington, Council President – Ward I	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
3. Robert Barnes, Councilman – Ward I	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
4. Clifton Atkinson, Councilman – Ward II	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
5. Theresa Brownson, Councilwoman – Ward II	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
6. Taunya Hines, Councilwoman – Ward III	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
7. Paula Noble, Councilwoman – Ward III	<input type="checkbox"/> Present	<input type="checkbox"/> Absent

I. Moment of Silence

II. Pledge of Allegiance to the Flag of the United States of America

III. Approval of Agenda

- a. Minutes from June 16, 2021
- b. Minutes from June 23, 2021

IV. Public Period (limit 2 minutes)

V. Reports

- a. Treasurer
- b. Public Works Director
- c. Code Enforcement
- d. Police Chief
- e. Town Administrator

VI. Councilmember/Mayor Report

- a. Ward I
- b. Ward II
- c. Ward III

VII. Legislation:

- a. **RESOLUTION 31-21:** A RESOLUTION TO APPROVE A CONSULTING SERVICES AGREEMENT WITH GREENWILL CONSULTING GROUP, LLC AS THE TOWN LOBBYIST.
- b. **RESOLUTION 32-21:** A RESOLUTION BY THE MAYOR AND TOWN COUNCIL APPROVING TOWN PARTICIPATION WITH THE CDC TO APPLY FOR A STATE REVITALIZATION PROGRAM COMMERCIAL FAÇADE IMPROVEMENT GRANT FROM THE MARYLAND DEPARMTENT OF HOUSING AND COMMUNITY DEVELOPMENT.
- c. **RESOLUTION 33-21:** A RESOLUTION ESTABLISHING AN ALTERNATE SYSTEM WHEREBY ELECTRONIC PAYMENTS OF AUTHORIZED PURCHASES MAY BE ACCOMPLISHED THROUGH BILL.COM, PROVIDED DOCUMENTATION SHALL BE MAINTAINED FOR A FINANCE AUTOMATION PILOT PROGRAM TO BE ADMINISTERED BY THE FOREST HEIGHTS POLICE DEPARTMENT.
- d. **RESOLUTION 34-21:** A RESOLUTION TO APPROVE A DONATION TO THE FOREST HEIGHTS POLICE DEPARTMENT OF (1) COMFORT/THERAPY LABRADOR RETRIEVER K-9 FROM HUMANE RESCUE ALLIANCE OF WASHINGTON DC.
- e. **RESOLUTION 35-21:** A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT OF

<https://us02web.zoom.us/j/89632718285>

Meeting ID: 89632718285

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TOWN OF FOREST HEIGHTS, MARYLAND

TOWN MEETING

VIRTUAL MEETING | MONDAY, JULY 12, 2021, | 7:30PM

ANTONIO FOGG AS A POLICE OFFICER TO SERVE WITHIN THE FOREST HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT AGREEMENT.

f. **RESOLUTION 36-21:** A RESOLUTION TO AMEND THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS APPOINTING COUNCIL COMMITTEES AND CHAIRS.

g. **RESEOLUTION 37-21:** A RESOLUTION APPROVING A RESIGNATION, WAIVER AND GENERAL RELEASE AGREEMENT FOR A RESERVE POLICE OFFICER.

VIII. Closed Session

IX. New Business

X. Adjournment

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**Town of Forest Heights
Town Meeting- 8:00 PM
Wednesday, June 16th, 2021
Meeting Minutes
Virtual Meeting**

Call to Order: 8:00 PM

Roll Call: CM Washington, CM Barnes, CM Atkinson, CW Brownson, CW Hines, CW Noble, Mayor Muhammad present; quorum established.

Moment of Silence

Pledge of Allegiance

Approval of Agenda: Motion by CM Washington to approve the agenda; seconded by CW Hines; all in favor; motion passed.

Public Period: None.

Presentation by Town Administrator on Employee Healthcare Contribution: Town Administrator Mr.

Robinson explained that the Town pays up to \$650 per month per employee for premiums. He wished to ask if the difference in premium costs and \$650 could be used for paying for dependents, and

that could ease the burden of coverage. It was not discussed in the budget hearing because it did not make it onto the agenda until this meeting. Renewal would need to be done before July 1. It can be addressed after the fiscal year.

Proposal by CM Washington to make a legislative motion. The Town Treasurer noted that an employee with children would be around \$960, with this proposal seeking to narrow the gap, but that they would not go past the threshold. Motion by CM Washington to correct the interpretation; seconded by CW Hines; vote (6 Yea; 1 Nay) motion passed.

Legislation:

Resolution 24-21: A Resolution to approve an amendment or change order for a Public Works contract with Fort Myer Construction Corporation for the project along North Huron Drive; motion by CM Washington to waive the full reading; seconded by CW Hines; motion by CM Washington to adopt Resolution 24-21; seconded by CW Hines; discussion; CW Noble voiced concerns that the amount had changed during the bid process. Public Works Director Mr. Vaughn responded to CW Noble, stating that the change order was due to the gravel that had to go under the aprons of the driveways. The money stated here has to do with other aspects including the angle of the driveways, so they had to be redone. This would be the final payment, other than retainage. Vote; (5 Yea; 2 Nay) motion passed.

Resolution 25-21: A Resolution to approve a Memorandum of Understanding between the Neighborhood Design Center, Inc., and the Town of Forest Heights to provide an arborist led tree inventory with management and replanting recommendations for roadside and public trees; motion by CM Washington to waive the full reading; seconded by CW Hines; motion by CM Washington to adopt Resolution 25-21; seconded by CW Hines; all in favor; discussion. CW Brownson asked who would maintain the trees, who would plant them and how tall would they be. The Town Administrator answered that it was an inventory of the trees to provide maintenance for recommendations, and to apply to the Department of Natural Resources for a tree care permit for staff to maintain trees. It does not involve planting trees. They are asking for \$5,000 for in-kind contribution. Staff/volunteer labor time can count for that. Mr. Vaughn stated that no trees in public space are supposed to be cut without a permit unless there is imminent danger. Vote; (7 Yea; 0 Ney) motion passed.

Resolution 27-21: A Resolution of the Mayor and Council of the Town of Forest Heights, Maryland to approve the employment and appointment of Melvin Brown as a police officer to serve within the Forest Heights Police Department and to approve a reimbursement agreement; motion by CM Washington to waive the full reading; seconded by CW Hines; motion by CM Washington to adopt Resolution 27-21; seconded by CW Hines; vote;(7 Yea; 0 Ney) motion passed.

Resolution 28-21: A Resolution approving a purchase and service agreement with Bill.com regarding electronic bill payments for a finance automation pilot program to be administered by the Forest Heights Police Department; motion by CM Washington to waive the full reading; seconded by CW Hines; motion by CM Washington to adopt Resolution 28-21; seconded by CW Hines; vote; (7 Yea; 0 Ney) motion passed.

Resolution 29-21: A Resolution to amend Resolution 45-20 to approve additional services under a previously approved construction management proposal of Pennoni Associates, Inc. for the North Huron Drive Safe Routes to School project; motion by CM Washington to waive the full reading; seconded by CW Hines; motion by CM Washington to adopt Resolution 29-21; seconded by CW Hines; vote (5 Yea; 2 Ney) motion passed.

Resolution 30-21: A Resolution by the Mayor and Town Council approving Town participation in the Maryland Circuit Rider Town Manager Program as a member of the North Beach/Forest Heights Circuit; motion by CM

Washington to waive the full reading; seconded by CW Hines; all in favor; motion by CM Washington to adopt Resolution 30-21; seconded by CW Hines; discussion. The Town Administrator explained that they have the opportunity for a circuit rider because the state has made funds available this year. The Town has been in partnership with the Town of North Beach, who would split grant funds for the hiring of a part-time employee for each town. CW Brownson asked if the circuit rider could do other tasks in addition to writing grants. Mr. Robinson answered that yes, they often complete other tasks. Vote; (7 Yea; 0 Ney) motion passed.

Emergency Ordinance 02-21: An Emergency Ordinance of the Mayor and Council of the Town of Forest Heights, Maryland to approve and adopt the Fiscal Year 2022 Budget; motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; motion by CM Washington to adopt Emergency Ordinance 02-21; seconded by CW Hines; discussion; CW Noble expressed concern that there had not been enough time to reflect on changes made. The Treasurer affirmed that the changes had been sent out. CM Washington proposed passing as amended to include the changes to the health insurance. The Treasurer responded that the staff had not been canvassed as to how many would take advantage of it. CW Noble asked if a phone vote were possible, CM Washington responded that it would have to be in the public view. Captain Jones asked if the threshold could be set at \$650, due to 4 vacancies in the police department. CW Noble asked if the staff accountant would be bonded and insured. The Town Treasurer answered that the charter does not reference anyone other than the Treasurer required to be bonded. Motion to table Emergency Ordinance 02-21 all in favor; Motion to meet Wednesday, June 23rd at 6:30 PM. All in favor

New Business -- None

Meeting Adjourned: 9:20 PM

**Town of Forest Heights
Special Council Public Proposed Budget Hearing - 6:30 PM
Wednesday, June 23rd, 2021
Meeting Minutes
Virtual Meeting**

Call to Order: 6:32 PM

Roll Call: CW Brownson, CW Noble, CW Hines, CM Barnes, CM Atkinson, CM Washington, Mayor Muhammad present; quorum established.

Approval of Agenda; Motion by CW Hines to approve the agenda; seconded by Mayor Muhammad; all in favor; motion passed.

Public Period: None

Legislation: Emergency Ordinance 02-21: An Emergency Ordinance of the Mayor and Council of the Town of Forest Heights, Maryland to approve and adopt the Fiscal Year 2022 Budget; motion by CW Hines to waive the full reading; seconded by CM Barnes; CW Brownson objected, asking if emergency ordinances needed to be read in full; Town Administrator Mr. Robinson relayed from the Town Attorney that it did not have to be read fully, only the title; all in favor; motion passed. Motion by CM Barnes to adopt Emergency Ordinance 02-21; seconded by CW Hines; discussion. CW Brownson addressed Section 1 regarding procedures. The Town Treasurer stated that the budget has been published once in the Newsletter and in the Gazette. CW Brownson and CW Noble asked to read the full emergency ordinance. Discussion to amend the ordinance to change an instance of 30-20 on page 4 to 30-21. CW Brownson objected to having the budget in the Gazette, claiming that it was not delivered. CM Washington stated that the Gazette was considered a newspaper of general circulation which met the legal requirements for advertisement. CM Washington asked the Town Administrator if he could contact the Gazette and get a box for circulation. The Town Treasurer noted that 30-21 should read 22-21. She then addressed the comments about publication, noting that the Clerk certifies the publication after the July and August newsletters have passed. Full reading of the emergency ordinance by the Town Treasurer. CW Brownson asked that new councilmembers be seated sooner so that they could review the budget. Vote as amended; (Yea 7; Nay 0) motion passed.

New Business: Motion by CW Brownson to move the first Monday meeting to the second Monday (July 12) due to it falling on a holiday; seconded by CM Barnes; vote (Yea 7; Nay 0) motion passed.

Meeting Adjourned: 7:20 PM

**Town of Forest Heights
Treasurer's Report
July 12, 2021**

	Bank Acct Balance <u>07/09/21</u>	Quickbook Balance <u>06/30/21</u>	Quickbook Balance <u>06/30/20</u>
TD Bank General Fund	109,969.12	59,745.40	66,906.89
TD Bank Rainy Day Fund	163,132.40	163,132.40	160,132.40
TD Bank Speed Camera	3,144,075.22	3,000,335.62	2,897,025.75
TD Bank Municipal Money Market	213,664.59	213,664.59	213,664.59
	<u>3,630,841.33</u>	<u>3,436,878.01</u>	<u>3,337,729.63</u>

General Fund Highlights:

1. Transfer of funds from Speed Camera Account to General Fund - \$525,000.00
2. Transfer of funds from General Fund to Rainy Day Fund - \$3,000.00
3. Real Estate Tax distribution - \$3,561.91
4. Local Income Tax distribution - \$40,823.93
5. PG Co Waste Rebate - \$1,999.00

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

➤ Cree Drive

- There's no decision yet concerning the "Cree Drive Drainage Improvements and Road Repair". The closing date for the last RFP was June 11, 2021. The RFP was posted twice and each time we received one response. The decision is whether we accept the one RFP or do something different?

The pavement is heavily distressed/cracked due to a number of overlays and groundwater run-off. Residents have sent in numerous complaints about Cree Dr., this has not been overlooked or forgotten. There have been a number of inspections performed pertaining to Cree Dr. Government agencies, Contractors, WSSC, as well as Engineering Firms have looked at the cause of the breakdown of the pavement. The water has been tested by PG Department of the Environment to try to determine its origin. It is still to be determined. It is believed that approx. 50% of the water source may be coming from the homeowner. It's not in the best interest of the street to repair one or two areas, as the water has not ceased to flow. To repair Cree Drive, it will be a very intensive and expensive venture.

➤ Rolph Drive

- Mr. Robinson and I spoke with Jenni Woolworth (A.D. Marble) about the concerns over the faulting and cracking of the pervious sidewalk. She has agreed that it should be looked into further. She will get back to us with some information.
- The Pervious Concrete Sidewalk has started faulting and cracking. Mr. Drew Parks (Z-Con Concrete) came out to inspect the sidewalk. He has provided the town with a cost estimate (\$8,319.61) to clean and repair the sidewalk.
- Five (5) tree Boxes on Rolph Dr. has been serviced by DPW.

Building Infrastructure:

- The Town Hall building is being cleaned and sanitized daily by DPW.
- Power has been restored to the DPW garage.
- Receive estimates from Greenskeeper and Ciminnelli Landscapers on the repairing of the Pervious pavers and drainage for raingarden in front of the Municipal building.
- Fox Creek will be looking to replace a few of the windows in the upstairs hall.

Equipment Maintenance

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

July 8, 2021

Town Appearance:

- Maintenance and upkeep of the Community Park next to Henry's
- Daily Trash pickup on both sides of the town
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains and curbs of leaves and grass
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Bigbelly Trash Compactors

Town Infrastructure:

- Two (2) EV Chargers has been installed in the parking lot of the Municipal building. All four ports are operational.
- Pepco is estimated about 65% complete with the installation of the EV Charger (booster). With preparing the site, Equipment, and inspections, the estimated date of completion is the end of July/August.
- I have also spoken with Mrs. Gonzales concerning Pepco suppling power to the new town sign that is to be placed on the lot next to Henrys. Once the final inspection has been completed by DPIE for the EV Chargers, Pepco will start the process to supply power for the electric sign.
- Negotiations are still ongoing concerning the MOU with State Hwy. to grant Forest Heights permission to service MD-210 from I-495 to the DC line.
- Placed two (2) libraries in the Community Park by the DPW
- **N. Huron Drive**
 - Project Completed
- **Sachem Drive – Hill:**
 - Project Completed
- Both parties, Goode Trash & TOFH, working for a better solution to eliminate the excess trash in the streets. This is an ongoing effort. There are still a number of complaints coming in from the town's residents.

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

- EV Gem has been repaired with new batteries and a speed sensor.
- Chevy Silverado went to Norris Garage for break work.

Other Areas:

- Answering Resident Communication
- Making/receiving phone calls, follow ups and meetings with contractors and vendors daily.
- Working with Neighborhood Design Center for a NFWF preliminary grant award for community forestry
- Submitted the National Pollutant Discharge System (NPDES) Stormwater Permit Report to Low Impact Development
- Removed fallen trees on Arapahoe Dr., Talbert Dr., and Shawnee Dr.

CODE COMPLIANCE UNIT REPORT JUNE 2021

Date	Violation Type	Amount	Location	Status
6/16/2021	business license	\$300.00	5431 Indian Head Hwy	paid
6/22/2021	Notice of Violation	\$300.00	200 Mohican Dr	Pending
6/22/2021	Notice of Violation	\$250.00	130 Rolph Dr	Pending
6/23/2021	Notice of Violation	\$300.00	806 Quade St	pending
6/24/2021	Notice of Violation	\$250.00	133 North Huron Dr	pending
6/24/2021	Notice of Violation	\$500.00	5808 Terrell Ave	pending
6/24/2021	Notice of Violation	\$250.00	233 Seneca Dr	Pending
6/25/2021	Notice of Violation	\$300.00	5829 Shoshone Dr	pending
6/29/2021	Notice of Violation	\$300.00	5704 Arapahoe Dr	Pending
6/29/2021	Vacant Prop Regis	\$500.00	5910 Terrell Ave	pending
6/29/2021	business Licensed	\$300.00	5507 Livingston Rd	paid
6/30/2021	Civil Citation	\$250.00	128 Seneca Dr	pending
6/30/2021	Notice of Violation	\$250.00	129 Rolph Dr	Pending
6/30/2021	Civil Citation	\$250.00	5812 Arapahoe Dr	pending
6/30/2021	Notice of Violation	\$250.00	107 North Huron Dr	pending
Total		\$4,080.00		

CALLS FOR SERVICE TOTALS

6/1/2021

To

6/30/2021

Incident Type	Total
911 DISCONNECT	29
ACCIDENT	5
ANIMAL COMPLAINT	5
ARMED PERSON	2
ASSAULT	1
ASSIST	1
ASSIST FIRE EMS	1
ATT SUICIDE COMBINED	2
CHECK WELFARE	4
CHECK WELFARE COMBINED	1
CHECK WELFARE VIOLEN	1
CHILD CUSTODY	1
CW18	117
DEATH REPORT	2
DEPT ACCIDENT FD COMBINED	1
DISORDERLY	9
DOMESTIC	2
FAMILY DISPUTE	3
FIGHT	2
FOUND	2
FRAUD	1
GUNSHOTS	1
HIT AND RUN	1
LOUD MUSIC COMPLAINT	4
MISC POLICE INCIDENT	15
NOISE COMPLAINT	2
NOTIFICATION	2
PARKING ENFORCMENT	4
PREMISE CHECK	162
PROPERTY ALARM	1
PROPERTY DAMAGE	1
RESIDENTIAL ALARM	2
SHERIFF DEPT ACCIDENT COMBINED	1
STOLEN VEH	3
SUBJECT STOP	6
SUSPICIOUS AUTO	9

CALLS FOR SERVICE TOTALS

6/1/2021

To

6/30/2021

SUSPICIOUS OCC AUTO	15
SUSPICIOUS PERSON	2
T - Traffic Stop	121
THEFT FROM AUTO	3
THEFT J O	2
TRAFFIC COMPLAINT	2
TRAFFIC HAZARD	1
UNKNOWN TROUBLE	11
VANDALISM	3
VEHICLE ACCIDENT COMBINED	2
WARRANT SERVICE	1
WIRES DOWN	1
Total Calls -->	570

Town Council Work Session Report For 7.12.21

(Town Administrator)

Reminder: Forest Heights Police Department Now Provides 24-Hour Patrol Coverage

As you know, the Forest Heights Police Department has grown significantly of late in terms of personnel, vehicles and needed safety and support equipment.

Over the last few months, Police Chief Rease has filled several positions including the hiring of supervisory Police Lieutenants as part of his plan to provide management and leadership to sustain efficient and effective operations, as well as realize the goal of providing 24-hour police protection for Forest Heights.

As a reminder, in February the police department began 24-hour patrol coverage throughout the town. This is a milestone for Forest Heights that has been in the making for quite some time and a goal of the Mayor since the beginning of her tenure.

The Police Department has also moved into new, temporary office space located at 606 Modoc Lane. You are encouraged to visit the new space for a tour if interested!

For more information, please contact Police Chief Rease.

Recent Personnel Action

As of June 22nd, the Municipal Building custodian, Carlos Dunkley is no longer employed with the Forest Heights Public Works Department. Mr. Dunkley worked for the Town since 2019.

We are grateful for his service and wish him the best in his future endeavors!

PEPCO Electric Vehicle Charging Stations Now Being Installed at Town Gathering Space

The Town and PEPCO are currently installing two DC Fast Charger electric vehicle charging stations at the Gathering Space Park adjacent to Henry's Restaurant available to the public to recharge vehicles. This installation is in addition to the Level 2 charging stations already in place at the Municipal building.

A distinct difference between the Level 2 chargers and the Fast Chargers is the Fast Chargers have the capability of charging a battery within one-half hour, compared to the approximate four hours charge time of the Level 2.

The stations were installed and are maintained by PEPCO at no cost to the Town. However, users will pay a 34 cents per kilowatt hour charge to access the chargers.

Installation is scheduled to be complete by the end of August and the facility will be available 24-hours a day to promote and offer greater opportunities to use clean energy.

Contact the Public Works Department for further information.

THE TOWN OF FOREST HEIGHTS
RESOLUTION 31-21

A RESOLUTION TO APPROVE A CONSULTING SERVICES AGREEMENT WITH GREENWILL CONSULTING GROUP, LLC AS THE TOWN LOBBYIST

Introduced by: Habeeb-Ullah Muhammad, Mayor

WHEREAS, the Town is currently contracted with the Greenwill Consulting Group, LLC to provide Government Relations ("Lobbyist") consulting services and;

WHEREAS, the Town has previously engaged the services of Greenwill Consulting Group, LLC for the past 3 years to assist with obtaining Local Development Impact Fees associated with slot machines and other gaming revenue in Maryland where applicable and for other purposes and;

WHEREAS, the Town has authority by its Charter to obtain such personal services and consultation and;

WHEREAS, the Towns' current one-year contract with Greenwill Consulting Group, LLC is scheduled to terminate on August 7, 2021 and;

WHEREAS, the Town wishes to enter into a new one-year contract with Greenwill Consulting Group, LLC to continue government relations consulting services and;

WHEREAS, the Town has negotiated an annual contract for government relations consulting services with Greenwill Consulting Group, LLC in the amount of \$25,000.00 from line item 7264 and;

WHEREAS, the new contract does not change the existing scope of work currently required by the Town and continues to represent the responsibility by Greenwill Consulting Group, LLC to assist the Town with current and future work products and;

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby authorize and approve the contract proposal dated August 8, 2021 at a total cost of \$25,000.00 submitted by Mr. Ivan Lanier of Greenwill Consulting Group, LLC attached hereto and incorporated as Exhibit A;

AND BE IT FURTHER RESOLVED that the Mayor and Town Council of Town of Forest Heights, Maryland hereby authorizes and approves the Mayor on behalf of the Town to execute the described contract and any other related instrument or document necessary to carry out the intent of this Resolution.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

THE TOWN OF FOREST HEIGHTS
RESOLUTION 31-21

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
BROWNSON	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

I HEREBY CERTIFY that the above Resolution No. ____-21 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the ____ day of July 2021.

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS

Sherletta B. Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

THE TOWN OF FOREST HEIGHTS
RESOLUTION 31-21

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of July 2021 with ____ Yea votes and ____ Nay, constituting at least a four (4) vote majority, the aforesaid Resolution ____-21 passed.

Sherletta B. Hawkins, Town Clerk

EXHIBIT A (Contract for Consulting Services with Greenwill Consulting Group, LLC)

THE TOWN OF FOREST HEIGHTS
RESOLUTION 32-21

A RESOLUTION BY THE MAYOR AND TOWN COUNCIL APPROVING TOWN PARTICIPATION WITH THE CDC TO APPLY FOR A STATE REVITALIZATION PROGRAM COMMERCIAL FAÇADE IMPROVEMENT GRANT FROM THE MARYLAND DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Introduced by: Mayor Muhammad

WHEREAS, the Forest Heights Oxon Hill Community Development Corporation has submitted an application to the Maryland Department of Housing & Community Development seeking a commercial façade improvement grant from the National Capital Strategic Economic Development Fund used to improve residential and business properties and;

WHEREAS, the purpose of the funds offered by this program is to enhance the aesthetics of commercial establishments and to improve the marketability of downtown areas and commercial corridors and;

WHEREAS, this is a popular, widely used program utilized throughout Maryland to enhance, improve and revitalize downtown and Main Street commercial destinations and;

WHEREAS, the Town of Forest Heights and the Forest Heights Oxon Hill CDC agree that the funds for this program would be put to good use in Forest Heights by specifically enhancing the aesthetics and commercial business facades of the commercial establishments within the town along the Highway 210 corridor and Livingston Road corridor and;

WHEREAS, the Town Administrator has provided a letter to the CDC to accompany the façade improvement grant application which preliminarily expresses the Town's interest and intent to participate in the application process pending final approval by the Mayor and Town Council by way of this Resolution and;

WHEREAS, said funding is to be utilized within established designated Maryland Sustainable Communities and in connection with approved Sustainable Communities Plans to help enhance their commercial properties and;

WHEREAS, the Town of Forest Heights has an up-to-date Sustainable Communities Plan on file with the Department of Housing & Community Development and this grant funding would be used to help achieve the desired outcome regarding the enhancement of commercial facades as adhered to in the Plan and;

WHEREAS, a successful façade improvement program would enhance the overall look and viability of our commercial areas and the entire town, as well as potentially improve patronage and revenue for businesses and the municipal tax base.

THE TOWN OF FOREST HEIGHTS
RESOLUTION 32-21

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Town Council of the Town of Forest Heights hereby endorses the participation of the Town of Forest Heights in the State Revitalization Program Commercial Façade Improvement Grant application process in partnership with the Forest Heights Oxon Hill Community Development Corporation.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
BROWNSON	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

CERTIFICATION

THE TOWN OF FOREST HEIGHTS
RESOLUTION 32-21

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ___ of July 2021 with ___ Aye votes and ____ Nay vote the aforesaid Resolution __-21 passed.

Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS
RESOLUTION 33-21

A RESOLUTION ESTABLISHING AN ALTERNATE SYSTEM WHEREBY ELECTRONIC PAYMENTS OF AUTHORIZED PURCHASES MAY BE ACCOMPLISHED THROUGH BILL.COM, PROVIDED DOCUMENTATION SHALL BE MAINTAINED FOR A FINANCE AUTOMATION PILOT PROGRAM TO BE ADMINISTERED BY THE FOREST HEIGHTS POLICE DEPARTMENT

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, Section 33-50 (Checks) of the Charter of the Town of Forest Heights requires that all checks issued in payment of Town obligations shall be signed by two persons who shall be designated from time to time by resolution of the Council, provided that if they shall fail to designate such persons, all checks shall be signed by the Mayor and counter-signed by the Town Administrator or Town Clerk, and in either person's absence or incapacity, the President of the Council, or in his absence, a Council member with the approval of a majority of Council members, may sign or counter-sign a check and the Council by resolution may establish an alternate system whereby electronic payments of authorized purchases may be accomplished through banking institutions, provided documentation shall be maintained; and

WHEREAS, on June 16, 2021, the Mayor and Council approved Resolution 28-21 approving a Purchase and Service Agreement with Bill.Com regarding electronic bill payments for a Finance Automation Pilot Program to be administered by the Forest Heights Police Department; and

WHEREAS, paying invoices and bills with Bill.com can be scheduled to be paid with a single click and the accounts payable product simplifies the complicated and time-consuming bill approval process by automatically routing bills to approvers, and Town officials can approve invoices to be paid remotely, whereby electronic payments made through Bill.com are designed for security since data in transit is encrypted with Transport Layer Security (TLS); and

WHEREAS, the Mayor and Council finds that engaging the services of Bill.com will be an efficient and cost effective way to pay a portion of the Town's bills in a manner that is consistent with the Town Charter and in accordance with an alternate system in making electronic payments as authorized by this Resolution.

NOW THEREFORE BE IT RESOLVED, by the Mayor and the Town Council of the Town of Forest Heights, that Police Chief Rease or his designee and Town Administrator Linwood Robinson, Jr. or his designee are hereby authorized to serve as agents of the Town to be designated within Bill.com's Bill Payment Service, according to the terms and conditions of the existing contract to serve as dual internal control signatories for said alternative system whereby electronic payments of authorized purchases may be accomplished through Bill.com provided proper documentation is maintained.

THE TOWN OF FOREST HEIGHTS
RESOLUTION 33-21

AND BE IT FUTHER RESOLVED, that the Mayor, the Town Administrator, Treasurer and employees named above shall take reasonable precautions to ensure account security, documentation and the mitigation of possible theft, embezzlement, loss, compromise or unauthorized use, and further restrict, dedicate and regulate the amount of funds available to the account(s) designated for bill paying through Bill.com.

AND BE IT FUTHER RESOLVED, that the mayor is authorized to sign this Resolution and it shall take effect on the day it is adopted.

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
BROWNSON	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Mayor Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of July 2021 with _____ Aye votes and _____ Nay votes the aforesaid Resolution ____-21 passed.

Sherletta Hawkins, Town Clerk

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 34-21**

**A RESOLUTION TO APPROVE A DONATION TO THE FOREST HEIGHTS
POLICE DEPARTMENT OF (1) COMFORT/THERAPY LABRADOR RETRIEVER
K-9 FROM HUMANE RESCUE ALLIANCE OF WASHINGTON DC**

Introduced by: Habeeb-Ullah Muhammad, Mayor

WHEREAS, the Town of Forest Heights Police Department wants to add a comfort/therapy dog to its Community Action Team program; and

WHEREAS, the Chief of Police finds it necessary to add a comfort/therapy K9 to provide stress relief and affection to people dealing with anxiety, depression, trauma, or mental illness; and

WHEREAS, the K-9 will undergo basic obedience training and comfort dog training in the next 6 months, and

WHEREAS, the acceptance of the K9 will ensure that more officers have an option at their disposal when engaging with anxiety, depression, trauma, or mental illness; and

WHEREAS, the Charles County Sheriff's Office has invited the Forest Heights Police Department to participate in their K9 obedience at no cost; and

WHEREAS, the Forest Heights Police K9 handlers has evaluated the K9 (Labrador Retriever) and has deemed it fit for such purposes;

WHEREAS, the Chief of Police has determined that with the additional K9 the Police Department will still be able to stay in the prescribe approve budget;

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby authorize the Chief of Police or his designee to accept (1) comfort/therapy Labrador Retriever K-9 from Humane Rescue Alliance of Washington DC

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon passage.

PASSED this 21st day of July 2021.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

BROWNSON

NOBLE

THE TOWN OF FOREST HEIGHTS
RESOLUTION 34-21

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 34-21**

BARNES

HINES

WASHINGTON

ATKINSON

ATTEST:

THE TOWN OF FOREST HEIGHTS

Sherletta Hawkins, Town Clerk

Habeeb-Ullah Muhammad, Mayor

Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of July 2021 with ____ Aye votes and ____ Nay vote the aforesaid Resolution 34-21 passed.

Sherletta Hawkins, Town Clerk

TOWN OF FOREST HEIGHTS
RESOLUTION 35-21

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST
HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT
OF ANTONIO FOGG AS A POLICE OFFICER TO SERVE WITHIN THE FOREST
HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT
AGREEMENT**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the "Charter") the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or other state law and to operate the Town government; and

WHEREAS, pursuant to Section 33-18(b) of the Charter, all full-time subordinate officers and employees of the offices, departments, and agencies of the Town government shall be appointed and removed by the Mayor with the consent of the Council, in accordance with rules and regulations of any merit system which may be adopted by the Council; and

WHEREAS, pursuant to Section 23.2 of the Town Ordinance Code, certain minimum qualifications for police officers is stated therein, and the Chief of Police has verified to the Mayor and Council that the candidate is of good moral character and emotionally stable, as determined by a comprehensive background investigation, which includes fingerprinting of the applicant and a search made of local, state and criminal records, including a check of military, selective service, school and credit agency records; and

WHEREAS, pursuant to General Order No. 2016-1 (Ch. 2, § 3) sworn personnel will remain on probation until successfully completing twelve (12) consecutive months of full-time employment with the FHPD and authorized by the FHPD Chief of Police as having successfully completed the probation period; and

WHEREAS, the Council finds that Antonio T. Fogg has shown that he has the necessary experience, training, MPTC certifications and knowledge to serve as a Police Officer in the Police Department and it is in the best interest of the Town to appoint Mr. Fogg as a Police Officer; and

WHEREAS, the Mr. Fogg graduated from Anne Arundel Community College Police Academy in May 2018 and started his law enforcement career at the Glenarden Police Department and;

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby consents to the Mayor's appointment of Antonio T. Fogg as Police Officer at the annual salary of \$50,000; and

BE IT FURTHER RESOLVED, that said officer's salary shall be paid from line item 7423 Salary from the FY2022 Budget; and

TOWN OF FOREST HEIGHTS
RESOLUTION 35-21

BE IT FURTHER RESOLVED, that the Town Council hereby approves the Reimbursement Agreement, attached hereto and incorporated herein, as Exhibit 1, which requires said officer to reimburse the Town in an amount not to exceed \$5,000 should he be unwilling to serve for the requisite minimum of two (2) years.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

BROWNSON

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Mayor Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of July 2021 with ____ Aye votes and ____ Nay votes the aforesaid Resolution ____-21 passed.

Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS
RESOLUTION 36-21

**A RESOLUTION TO AMEND THE MAYOR AND COUNCIL OF THE TOWN OF
FOREST HEIGHTS APPOINTING COUNCIL COMMITTEES AND CHAIRS**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, pursuant to Section 21.1 of the Town Ordinance Code, within thirty days of taking office, the Mayor shall establish, at a minimum, four (4) standing oversight committees to include, Ways and Means, Finance, Public Works and Sanitation, and Public Safety, and shall appoint chairs with the approval of the full Council from among the sitting councilpersons to each of these committees, and these Council committees shall provide oversight of an advisory nature in their respective areas, and

WHEREAS, Subsection 21.1.I of the Town Ordinance Code, further states that the Mayor shall assign one member of the Town Council to serve as Council liaison to the various boards, committees and other bodies, and the Council liaison shall advise the body on issues or on the procedure for bringing matters to Council and shall attend meetings of the body on occasion, if needed and when scheduling allows.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves and ratifies the Mayor's amendment to appoint Councilwoman Brownson as the replacement for Jonathon Kennedy II as stated entitled "Committee Appointments in accordance with FH Ordinance Article 21 (A)" and dated April 13 and July 12, 2021, which is attached hereto and incorporated by reference herein.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

BROWNSON

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

THE TOWN OF FOREST HEIGHTS
RESOLUTION 36-21

I HEREBY CERTIFY that the above Resolution No. 36-21 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the ____ day of July 2021.

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the day of July 2021 with ____ Aye votes and ____ Nay votes the aforesaid Resolution 36-21 passed.

Sherletta Hawkins, Town Clerk



Town of Forest Heights

5508 ARAPAHOE DRIVE
FOREST HEIGHTS, MARYLAND 20745-1998
(301) 839-1030 Fax (301) 839-9236

Habeeb-Ullah Muhammad
Mayor

MEMORANDUM

Date: April 15th, 2021
To: All Council Members

Subject: Committee Appointments in accordance with FH Ordinance Article 21(A)

I, Mayor Habeeb-Ullah Muhammad have assigned Council Chair and Council Liaison for various committees. The following assignments have been made.

Assignment for standing committees as well as Council Liaison for subcommittees are listed below, it is my hope that the Council Liaison will work to recruit and include resident participation in all sub committees. Council members assigned as liaison will provide oversight of an advisory nature to the committee members and report to the entire council.

Ways and Means Committee – Chair, Councilperson Paula Noble Committee member Mayor Habeeb-Ullah Muhammad, Town Administrator Linwood Robinson.

Finance Advisory Committee – Chair, Councilperson Calvin Washington, Committee members Councilperson Taunya Hines and Clifton Atkinson

Public Works and Sanitation Advisory Council – Chair Councilman Jonathon Kennedy II, Committee members Paula Noble, Taunya Hines and Robert Barnes

Public Safety Advisory Council – Chair, Calvin Washington, Committee members Clifton Atkinson and Robert Barnes

- Neighborhood Watch -- Council Liaison, Councilperson Clifton Atkinson
- Community Surveillance Cameras -- Council Liaison, Councilperson Jonathon Kennedy, II
- New Sidewalk Projects – Council Liaison, Robert Barnes
- Street Lighting – Council Liaison, Councilperson, Jonathon Kennedy II, Committee members Robert Barnes, Taunya Hines and Clifton Atkinson
- Police Department – Council Liaison, Councilperson Calvin Washington
- Emergency Preparedness (COOP) Chief Rease, Councilperson Calvin Washington and Town Administrator Linwood Robinson

Sustainability Plan Committee – Councilperson Clifton Atkinson, Robert Barnes and Town Administrator Linwood Robinson

- Annexation Planning Committee –Chair, Mayor Habeeb-Ullah Muhammad and Councilperson Calvin Washington, Paula Noble and Town Administrator Linwood Robinson
- Economic Development - Mayor Habeeb-Ullah Muhammad and Town Administrator Linwood Robinson
- Housing and Community Needs – Councilperson Taunya Hines and Clifton Atkinson
- Beautification and Appearance Committee- All Councilpersons for his and her Ward

Plus 60 Committee - Council Liaison, Councilperson Taunya Hines

Communication Committee-Council Liaison, Councilperson Jonathon Kennedy II, Paula Noble and Robert Barnes

- **Forest Heights Day Committee**- Council Liaison, Jonathon Kennedy II, Committee Members Taunya Hines and Clifton Atkinson

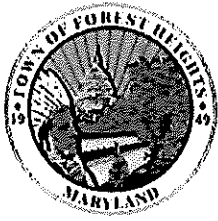
The Town has several committees and Town Council will need to seek interested citizens to become active with our boards.

- **Annexation:** Committee will attend meetings scheduled by the Prince Georges County Planning Committee (Forest Heights/Eastover/Glass Manor) and provide a report back to the Town Council and citizens. The Committee will also provide a feasibility report to the Mayor and Town Council on the prospect of annexation of any surrounding property.
- **Beautification and Appearance Committee:** The Town of Forest Heights Beautification and Appearance Committee shall advise and assist the Town Council by identifying, recommending, developing programs and projects to improve community appearance, including, but not limited to, identification of appearance problems, preparing plans to improve community appearance, recommending policies, programs, projects, seeking grant opportunities and coordinating volunteer beautification projects.
- **Emergency Preparedness Committee:** The Town of Forest Heights Committee helps to develop policies and procedures and makes recommendations to Town Council.
- **Public Works and Sanitation Advisory Committee:** The Town of Forest Heights Public Works and Sanitation Advisory Council and the Stormwater Drainage Upgrade Committee shall advise and assist the Town Council in the planning and development of a stormwater management infrastructure for the

town, including the need for and financing of new and renovated infrastructure and the development of or revisions of service policies.

- **Safety Advisory Council:** The Town of Forest Heights Public Safety Council shall advise and assist the Town Council in the identification of needs, problems, and proposed solutions related to crime prevention, streets and sidewalk improvement, recommendation for location and development of policy and procedures for the Community Surveillance Cameras, maintenance of street lighting, and community police relationship.
- **Economic Development Committee:** The Town of Forest Heights Economic Development Committee shall advise and assist the Town Council in identifying and recommending ways to improve the availability of business services for residents and visitors. The committee is also to develop strategies for business development, encouraging the establishment of new service businesses, as well as setting, designing, and developing ways to support our business district.
- **Plus 60 Committee:** The Plus 60 Committee will continue to plan events and activities that are targeted towards and work to identify ways to address the needs of the seniors of our Town, to seek grant opportunities and services that will help promote a good quality living for our seniors.
- **Neighborhood Watch Committee:** The Neighborhood Watch Committee (NWC) is responsible for working with local law enforcement and residents of the community to develop and maintain a program of activities that have the goal of increasing the safety and comfort of all residents while minimizing unsafe activities in the community.
- **Sustainability Plan Committee:** The Sustainability Plan Committee will work with the Town to develop the Sustainability Plan. The Committees will meet regularly, to provide the Town with thoughtful and informed guidance, input and feedback throughout the planning process. Additionally, members of the Sustainability Plan Committee will work to encourage others to become involved in the process to develop the Sustainability Plan. The Sustainability Plan Committee will have meetings scheduled throughout the duration of the Sustainability Planning Process. The Committee may consist of employees, technical experts, key business and community stake holders representing higher education, non-profit organizations and state and local agencies

Council Committee Chairs and Liaisons are encouraged to seek citizen participation in each of the committees. Anyone interested in serving on any of the committees are requested to complete an application. Appointments will be approved by the Mayor and Council.



Town of Forest Heights

5508 ARAPAHOE DRIVE
FOREST HEIGHTS, MARYLAND 20745-1998
(301) 839-1030 Fax (301) 839-9236

Habeeb-Ullah Muhammad
Mayor

MEMORANDUM

Date: Amended July 12th, 2021
To: All Council Members

Subject: Committee Appointments in accordance with FH Ordinance Article 21(A)

I, Mayor Habeeb-Ullah Muhammad have assigned Council Chair and Council Liaison for various committees. The following assignments have been made.

Assignment for standing committees as well as Council Liaison for subcommittees are listed below, it is my hope that the Council Liaison will work to recruit and include resident participation in all sub committees. Council members assigned as liaison will provide oversight of an advisory nature to the committee members and report to the entire council.

Ways and Means Committee – Chair, Councilperson Paula Noble Committee Member Mayor Habeeb-Ullah Muhammad, Town Administrator Linwood Robinson.

Finance Advisory Committee – Chair, Councilperson Calvin Washington, Committee members Councilperson Taunya Hines and Clifton Atkinson

Public Works and Sanitation Advisory Council – Chair Councilman Theresa Brownson, Committee members Paula Noble, Taunya Hines and Robert Barnes

Public Safety Advisory Council – Chair, Calvin Washington, Committee members Clifton Atkinson and Robert Barnes

- Neighborhood Watch -- Council Liaison, Councilperson Clifton Atkinson
- Community Surveillance Cameras -- Council Liaison, Councilperson Theresa Brownson
- New Sidewalk Projects – Council Liaison, Robert Barnes
- Street Lighting – Council Liaison, Councilperson, Theresa Brownson, Committee members Robert Barnes, Taunya Hines and Clifton Atkinson
- Police Department – Council Liaison, Councilperson Calvin Washington
- Emergency Preparedness (COOP) Chief Rease, Councilperson Calvin Washington and Town Administrator Linwood Robinson

Sustainability Plan Committee – Councilperson Clifton Atkinson, Robert Barnes, and Town Administrator Linwood Robinson

- Annexation Planning Committee –Chair, Mayor Habeeb-Ullah Muhammad and Councilperson Calvin Washington, Paula Noble and Town Administrator Linwood Robinson
- Economic Development - Mayor Habeeb-Ullah Muhammad and Town Administrator Linwood Robinson
- Housing and Community Needs – Councilperson Taunya Hines and Clifton Atkinson
- Beautification and Appearance Committee- All Councilpersons for his and her Ward

Plus 60 Committee - Council Liaison, Councilperson Taunya Hines

Communication Committee-Council Liaison, Councilperson Theresa Brownson, Paula Noble and Robert Barnes

- **Forest Heights Day Committee**- Council Liaison, Theresa Brownson, Committee Members Taunya Hines and Clifton Atkinson

The Town has several committees and Town Council will need to seek interested citizens to become active with our boards.

- **Annexation:** Committee will attend meetings scheduled by the Prince Georges County Planning Committee (Forest Heights/Eastover/Glass Manor) and provide a report back to the Town Council and citizens. The Committee will also provide a feasibility report to the Mayor and Town Council on the prospect of annexation of any surrounding property.
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- **Emergency Preparedness Committee:** The Town of Forest Heights Committee helps to develop policies and procedures and makes recommendations to Town Council.
- **Public Works and Sanitation Advisory Committee:** The Town of Forest Heights Public Works and Sanitation Advisory Council and the Stormwater Drainage Upgrade Committee shall advise and assist the Town Council in the planning and development of a stormwater management infrastructure for the

town, including the need for and financing of new and renovated infrastructure and the development of or revisions of service policies.

- **Safety Advisory Council:** The Town of Forest Heights Public Safety Council shall advise and assist the Town Council in the identification of needs, problems, and proposed solutions related to crime prevention, streets and sidewalk improvement, recommendation for location and development of policy and procedures for the Community Surveillance Cameras, maintenance of street lighting, and community police relationship.
- **Economic Development Committee:** The Town of Forest Heights Economic Development Committee shall advise and assist the Town Council in identifying and recommending ways to improve the availability of business services for residents and visitors. The committee is also to develop strategies for business development, encouraging the establishment of new service businesses, as well as setting, designing, and developing ways to support our business district.
- **Plus 60 Committee:** The Plus 60 Committee will continue to plan events and activities that are targeted towards and work to identify ways to address the needs of the seniors of our Town, to seek grant opportunities and services that will help promote a good quality living for our seniors.
- **Neighborhood Watch Committee:** The Neighborhood Watch Committee (NWC) is responsible for working with local law enforcement and residents of the community to develop and maintain a program of activities that have the goal of increasing the safety and comfort of all residents while minimizing unsafe activities in the community.
- **Sustainability Plan Committee:** The Sustainability Plan Committee will work with the Town to develop the Sustainability Plan. The Committees will meet regularly, to provide the Town with thoughtful and informed guidance, input and feedback throughout the planning process. Additionally, members of the Sustainability Plan Committee will work to encourage others to become involved in the process to develop the Sustainability Plan. The Sustainability Plan Committee will have meetings scheduled throughout the duration of the Sustainability Planning Process. The Committee may consist of employees, technical experts, key business, and community stake holders representing higher education, non-profit organizations and state and local agencies

Council Committee Chairs and Liaisons are encouraged to seek citizen participation in each of the committees. Anyone interested in serving on any of the committees are requested to complete an application. Appointments will be approved by the Mayor and Council.

**RESOLUTION 37-21
THE TOWN OF FOREST HEIGHTS**

A RESOLUTION APPROVING A RESIGNATION, WAIVER AND GENERAL RELEASE AGREEMENT FOR A RESERVE POLICE OFFICE

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, pursuant to §33-1 of the Town Charter, the Town of Forest Heights is a body corporate having all the privileges of a body corporate, by that name to sue and be sued, to plead and be impleaded in any court of law or equity; and

WHEREAS, the Mayor and Council find it to be in the best interest of the Town to enter into a confidential Resignation Agreement, Waiver and General Release Agreement with a reserve officer who has been suspended pending an investigation.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby authorizes and approves the Mayor or her designee to execute a certain Resignation Agreement, Waiver and General Release Agreement between a Reserve Police Officer of the Town and the Town of Forest Heights, pursuant to a confidential agreement that shall remain undisclosed.

BE IT FURTHER RESOLVED, that the Mayor or her designee are further authorized to sign any instruments, or documents and take any reasonable actions necessary to carry out the intent of this Resolution, and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

BROWNSON

ATKINSON

BARNES

HINES

WASHINGTON

NOBLE

RESOLUTION 37-21
THE TOWN OF FOREST HEIGHTS

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ of July 2021 with ____ Aye votes and ____ Nay vote the aforesaid Resolution ____-21 passed.

Sherletta Hawkins, Town Clerk

[Exhibit 1 - Resignation Agreement, Waiver and General Release Agreement - Confidential]